

ATTENDANCE & ENROLLMENT

MAXIMIZE YOUR FUNDING

Please share this information with your Business Manager, ISEE Coordinator and any other personnel responsible for reporting Attendance and Enrollment.

What's Critical?

All enrollment and attendance data for the **Midterm reporting period** must be correctly reported no later than **Monday, December 14th**. **Please be advised that if corrections to your attendance and enrollment data are made after this time your district or charter may lose unrecoverable funding from other programs and special distributions.**

It is critical to review your attendance and enrollment data against your student management system, directly after each upload submission. Remember to send in the upload early to allow time for changes. It is very important that all information be tied back to your student management system to verify accuracy. You can run the following reports two to three business days after submission:

- Building Level
- Current Year Support Unit Calculation
- Net Enrollment
- Enrollment Detail
- Aggregated Attendance Detail
- Greater than One ADA
- Allocated Enrollment

Critical Issues:

SRM Warnings – Please review carefully the SRM warnings. We have had districts/ charter schools who did not assign courses and teachers to their students, resulting in a loss of exceptional education funding. Please ensure enrolled students have correct course assignments and teachers tied to those related courses.

Calendar Issues - Grade groupings Kindergarten K / Elementary 1st – 6th / Secondary 7th – 12th / Alt Secondary 7th – 12th these grade groupings **must** have the same start date, end date and attendance days on the calendar. If these grade groupings do not maintain the same dates, the average daily attendance will be affected and ultimately will reduce funding. When this occurs the calculated unit that drives funding is not accurate.

Student Demographics – Please review to ensure that all students are reported accurately by grade and attached to the correct calendar.

After ISEE Upload - Once the ISEE data has been uploaded, print the reports listed above and verify against your student management system for accuracy. There have been many issues where the student management system will have dropped students or added students prior to the ISEE upload. This will adversely affect your average daily attendance and incorrectly state the unit and ultimately affect funding.

February 15th Deadline – The February 15th payment covers attendance and enrollment from the first day of school through the first Friday in November. The deadline is 12/14/15, please submit your data early to give yourself time to verify data from ISEE upload to your student management system. This will allow for any necessary corrections. Many agencies use this data as their snapshot to process potential funding; with inaccurate or incomplete data funding would most likely be reduced.

Midterm Reporting Period Corrections – 3/27/16 is the deadline for all corrections to be submitted for the Midterm Reporting period. The Midterm Reporting Period is the first day of school through the first Friday in November and funds approximately 80% of your foundation payment.

Reminders: The SY2015-2016 Reporting periods are:

	<u>Begins</u>	<u>Ends</u>
Summer School	After the last day of regular school	Prior to the beginning of the next regular school year
Midterm Reporting Period	First day of regular school	11/06/15 (First Friday in November)
Full Term	First day of regular school	Last day of regular school
Best 28 Weeks	First day of regular school	Last day of regular school

The following is the schedule for ISEE data collection and submission:

ISEE Submission Schedule FY2015 - 2016

MIDTERM REPORTING PERIOD

1 st day of school through the 1 st Friday of November Submission Attendance & Enrollment and Staffing Including Summer School			
	Collection Period (Data)	Submission Period	
Summer Alternative	06/01/2015 – 09/11/2015	08/07/2015 – 09/18/2015	Correction Deadline 12/14/15
October Submission	07/01/2015 – 10/02/2015	10/02/2015 – 10/15/2015	
November Submission	10/03/2015 – 11/06/2015	11/06/2015 – 11/20/2015	February 15th Payment

4TH REPORTING PERIOD

November – February Submission & Corrections Attendance & Enrollment and Staffing			
STAFFING CORRECTIONS:	After 12/14/15 all corrections MUST be requested and approved prior to the deadline of 3/27/16		
ATTENDANCE & ENROLLMENT CORRECTIONS:	All corrections to Midterm reporting MUST be submitted by the deadline of 3/27/16		
	Collection Period (Data)	Submission Period	
March Submission	11/07/2015 – 03/04/2016	03/04/2016 – 03/18/2016	Correction Deadline 3/27/16 May 15 th Payment

FINAL REPORTING PERIOD

March – June Submissions			
Attendance & Enrollment Final Submission 6/17/16			
	Collection Period (Data)	Submission Period	
May Submission	03/05/2016 – 05/06/2016	05/06/2016 – 05/20/2016	Deadline 6/17/16
End of Year Submission	05/07/2016 – 06/17/2016	05/20/2016 – 06/17/2016	July 15 th Payment
ATTENDANCE & ENROLLMENT CORRECTIONS:		Any corrections to Midterm reporting period needed after 3/27/16 <u>MUST</u> be requested and approved prior to the 6/17/16 deadline.	

<http://www.sde.idaho.gov/site/isee/submissionSchedule.htm>

Calendars and attendance must align correctly with all the data for each collection period.

Critical Reminders:

It is vital to meet each ISEE reporting deadline and after each uploaded run your enrollment and attendance reports. Typically, these reports are available within two to three business days after your upload. Use these reports to cross reference and ensure that your data coincides with what you have reported from your student management system. You will want to correct all errors, make sure to allow for adequate time to review the data in the event changes are needed.

Please remember that **Thursday, December 14, 2014** is the last day to submit staffing, enrollment, and attendance corrections for the February 15th payment. Enrollment and ADA reports received by December 14th will be used to fund your foundation payment, special distribution dollars, federal payments, and additionally is used by the legislature to fund the public education budget. **Corrections received after December 14th may result in lost unrecoverable funding for your district/charter.**

What's New:

-Attendance & Enrollment ISEE-

- Fewer ISEE uploads, but remember that each collection period is vital to maintain accurate data.
- All changes & corrections to the Midterm reporting period must be final as of 3/27/16 ISEE upload deadline. Any corrections to the Midterm reporting period after this date must be requested approved and uploaded by 6/17/16.
- *K= Kindergarten attendance only, R=Regular for grades 1-12 excluding Alternative School students and homeschool/private school students, A=Alternative School students 7-12, DR=Homeschool/Private School students only, SR = regular summer school and Juvenile Detention Summer Reporting, SA = Summer Alternative School Reporting.*

Help Available:

If your district wants a greater understanding of how these reports can improve your data accuracy, please contact Shannon Wendling or Pam Brewer to schedule a one-on-one appointment. We will be scheduling an hour call to go over these reports using your current data uploads. This review will improve your chances of detecting attendance and enrollment data problems prior to your December 14th deadline.

Questions:

Attendance/Enrollment/Unit Calculation questions: Contact Shannon Wendling at swendling@sde.idaho.gov or Pam Brewer at pbrewer@sde.idaho.gov or 332-6840

Staffing questions: Contact Kathryn Vincen at klvincen@sde.idaho.gov or LaRae Ashby at Lbashby@sde.idaho.gov or 332-6800

For ISEE related questions, please contact your Regional Education ISEE Technology Coordinator or SDE Support: visit www.sde.idaho.gov/site/isee for contact information.

Welcome to another new school year, we look forward to working with you!